



TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, September 13, 2018
1:30 p.m.

AGENDA

ITEM 1 CALL TO ORDER

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

ITEM 3 PUBLIC COMMENT

Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.

ITEM 4 AGENDA ADJUSTMENTS

ITEM 5 APPROVAL OF MINUTES – For Action

Waive the reading and approve the minutes of the June 14, 2018 meeting.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – Update

ITEM 7 STATUS OF FEDERAL CONGESTION MITIGATION AND AIR QUALITY PROGRAM PROJECTS (CMAQ) PROGRAMMING OF CMAQ SHELF LIST AND/OR COST INCREASES – For Action

ITEM 8 RECEIVE PRESENTATION ON ELECTRIC VEHICLE (EV) RESOURCES – Michael Chiacos

ITEM 9 PROGRAM OF PROJECTS (POP) FINAL APPROVAL – For Action

ITEM 10 TRANSIT ASSET MANAGEMENT PLAN (TAM) – Discussion

ITEM 11 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) – Discussion

ITEM 12 FUTURE AGENDA ITEMS – For Information

- Mileage Reimbursement Program Expansion

ITEM 13 ADJOURNMENT

In consideration of City of Camarillo staff, please use the exit door directly to the parking lot.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 118. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.



**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, June 14, 2018
1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Jason M. Samonte, City of Camarillo
Robin Walker, City of Simi Valley
Clete Saunier, City of Santa Paula
Priscilla Freduah-Agyemang, City of Thousand Oaks
Sergio Albarran, City of Ventura
David Fleisch, County of Ventura
Vanessa Rauschenberger, Gold Coast Transit District
Aaron Bonfilio, VCTC Intercity Bus

Ben Cacatian, VCAPCD (ex-officio)

MEMBERS ABSENT:

City of Fillmore
City of Moorpark
City of Ojai
City of Oxnard
City of Port Hueneme
Caltrans District 7 (ex-officio)
CSUCI

VCTC STAFF PRESENT:

Judy Johnduff, Program Manager
Peter De Haan, Programming Director

ITEM 1 CALL TO ORDER

Mr. Dave Fleisch called the meeting to order at 1:37 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

Mr. Brown, Gold Coast Transit District, announced they are on track with the construction of the new facility and should be finished at the end of this year with the operations opening at the end of January 2019.

Ms. Freduah-Agyemang, City of Thousand Oaks, announced the Summer Beach Bus Service began this Monday, June 3rd and they will be having a Travel Training Workshop next Thursday, June 21st, from 12:30 p.m. – 2:00 p.m. at the Thousand Oaks Library.

Mr. De Haan, VCTC, updated the Committee that all of the VCTC SB1 applications have been approved.

ITEM 3 PUBLIC COMMENT

Dr. Sandra Aldana, ADA paratransit user

1) I have been utilizing the ADA paratransit service over the past three years and it has been very challenging due to the time constraints and the necessary transfers required. There seems to be some difficulty transitioning from one system to another and is difficult when you are starting from areas such as Thousand Oaks and one needing to be in Camarillo and or Ventura. I believe there should be an easier way to travel than what is now available. 2) I would like to have a better understanding how the Mileage Reimbursement Program works. I am not quite sure what purpose it serves and why it is limited to a certain group.

Discussion

The committee reviewed the Mileage Reimbursement Program. This program serves all seniors. To qualify for the service one simply needs to submit an application to MMP. The program allows the recipient to ask a friend to drive them to where they need to go and is required to log the mileage. The documented information is then submitted to MMP in order to receive reimbursement. It is the responsibility of the recipient to ensure payment is given to the person who provided the ride. There are certain parameters with regards to the amount of trips allowed and there is a cap on the amount of miles the user is able to receive per year.

Since the demand for this service has stabilized, the consideration to expand the program to other users other than seniors can be discussed in the near future. There are limitations and liabilities with the requirement of special vehicles for paratransit riders, and this is one of the reasons it was not offered to paratransit riders.

Lastly, the current transfer point at the Camarillo Metrolink will be moved to the Target store which is also located in the City of Camarillo and will be effective either this July and or August.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Samonte moved, seconded by Bonfilio, that the Committee approve the May 10, 2018 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – For Information

Mr. De Han provided a brief summary of the ADA Certification Service and Mileage Reimbursement program.

ITEM 7 FY 2017-18 AND FY 2018-19 STATE OF GOOD REPAIR (SGR) PROGRAMS – Update

Ms. Johnduff reviewed and updated the Committee on the approved Caltrans Project Lists for the FY 2017-2018. "State of Good Repair" funds were submitted by local Transit Operators to Caltrans in January. Caltrans has posted the Approved Project List for FY 17/18 on the SGR website which you may find and review at <http://www.dot.ca.gov/drmt/spstasgr.html> (Handouts of this list were provided to the committee).

For the FY 2018-19 State of Good Repair have updated their guidelines, which were received a couple of weeks ago and the project lists are due on September 1st.

ITEM 8 REVISION TO PROPOSTION 1B TRANSIT CAPITAL PROGRAM – For Action

ACTION

Rauschenberger moved, seconded by Bonfilio, that the Committee approve reprogramming City of Simi Valley Proposition 1B Transit Capital Fund project balances totaling \$24,041 from the Paratransit Vehicle Purchase Project to City of Simi Valley CNG Fueling Facility Project. The motion passed with no objections.

ITEM 9 RECEIVE PRESENTATION ON PROPOSED CALIFORNIA AIR RESOURCES BOARD (C.A.R.B.) INNOVATIVE CLEAN TRANSIT (ICT) AND ZERO-EMISSION TECHNOLOGY READINESS FACTORS

Ms. Rauschenberger provided a presentation on the proposed innovative clean transit regulations that C.A.R.B. has been working on the past two years. A couple of days ago they passed the regulation (see handout provided) and/or you may review this information by going to the C.A.R.B. website.

ITEM 10 FUTURE AGENDA ITEMS – For Information

- *Falling Transit Ridership: California and Southern California, UCLA ITS Study, prepared for SCAG*

ITEM 11 ADJOURNMENT

Mr. Dave Fleisch adjourned the meeting at 2:45 p.m.



DATE: September 13, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM
UPDATE

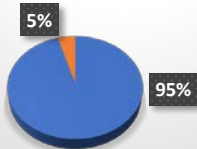
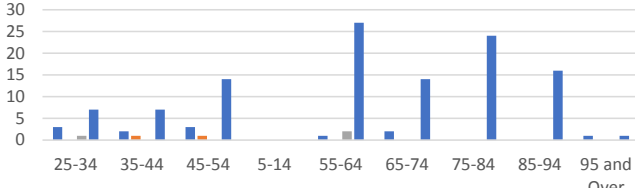
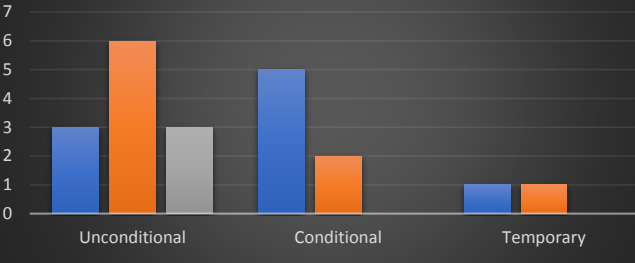
RECOMMENDATION:

- Receive and file the monthly ADA Certification services report and Mileage Reimbursement Program update.

DISCUSSION:

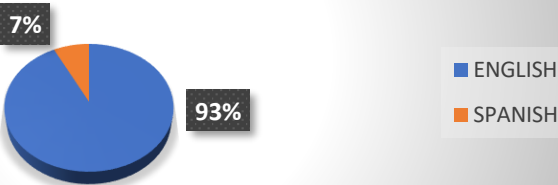
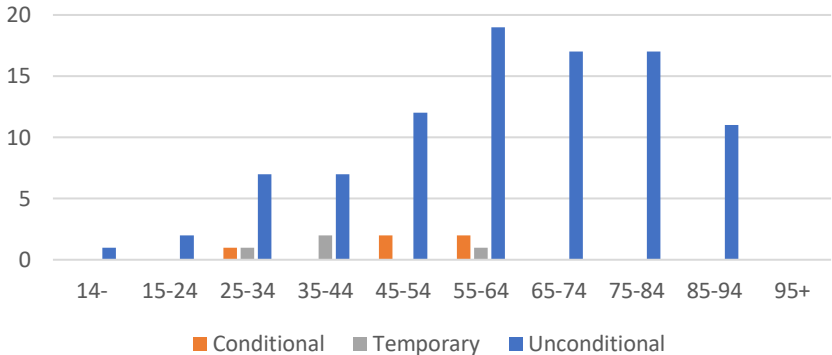
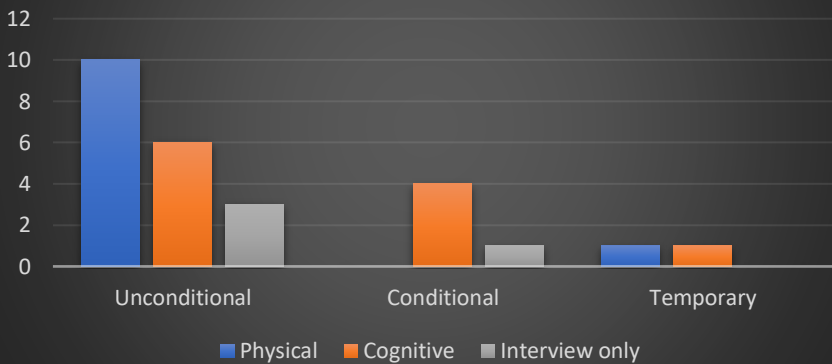
Attached are the June, July and August 2018 ADA Certification Services Reports from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.

MMP received Section 5310 funding to expand its services to include the development and implementation of a pilot volunteer driver mileage reimbursement program in cooperation with the Area Agency on Aging and other agencies serving the needs of the county's senior population. The June through August 2018 updates on the Mileage Reimbursement Program (MRP) are attached.

		June	May	April	March	Feb	Jan		
Call Center	Inbound ADA Calls	632	663	553	572	584	541	Total inbound and Outbound Calls: 740	
	Outbound ADA calls	108	67	163	261	335	242		
	Average hold time (in seconds)	5.92	6.09	5.9	4.75	6.51	2.81		
	Outbound Area Transmittals	16	3	8	7	9	7		Riders requesting service outside of Ventura County
	Inbound Area Transmittals	5	6	9	9	11	7		Riders requesting service into Ventura County
Applications Received	Recertification	72	69	62	80	53	56	132 applications received Online Applications Received: 5 (4%)	
	New Applications	60	54	66	55	52	64		
Applications Received by Service Area	Camarillo Area	14	9	8	10	11	5	<div>Applications by Language</div>  <div>5% 95%</div> <div>■ ENGLISH ■ SPANISH</div>	
	Gold Coast Area	44	39	50	49	41	40		
	Valley Express Area	4	4	4	5	6	8		
	Moorpark Area	3	7	4	4	3	8		
	Simi Valley Area	35	35	39	40	27	29		
	Thousand Oaks Areas	31	29	20	22	16	30		
	Out of County	1	0	3	5	1	0		
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	20	19	21	22	27	24	<div>Evaluations by Age and Determination Type</div>  <div>30 25 20 15 10 5 0</div> <div>25-34 35-44 45-54 5-14 55-64 65-74 75-84 85-94 95 and Over</div> <div>■ Conditional ■ Not Eligible ■ Temporary ■ Unconditional</div>	
	Complete, Interview w/o Functional Evaluation	3	0	6	2	3	1		
	Complete, Special Circumstance (no Interview)	39	27	34	33	19	24		
	Complete, Over 85+	8	11	16	14	13	8		
	Complete, Phone Interview	5	0	2	2	0	0		
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0		
	Complete, Recertifications	69	53	60	38	50	35		
Total Evaluations	144	110	139	111	112	92			
Delays in Processing (Cumulative)	Due to incomplete application by client	0	3	9	10	7	4		
	Pending Professional Evaluation (PE)	9	16	62	14	15	25		
	Applications that failed to meet 21 day rule	0	0	0	0	0	0		
	Applicants awaiting in-person interviews	13	11	6	18	15	12		
Assessments	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK	<div>In-person Interviews by Eligibility and Assessment Type</div>  <div>7 6 5 4 3 2 1 0</div> <div>Unconditional Conditional Temporary</div> <div>■ Physical ■ Cognitive ■ Interview only</div>	
	With Physical Assessment	10	0	4	2	3	1		
	With Cognitive Assessment	10	0	4	2	2	2		
	Interview only (at assessment sites)	3	0	3	0	0	0		
	No Shows	1	0	1	0	0	0		
	Total in-person interviews scheduled	24	0	12	4	5	3		
	Total Number of appointment days	11	0	4	3	3	1		
Determination Types:				Total	%				
Unconditional (including S.C., Over 85+ , Phone interviews)				127	88%				
Conditional				11	8%				
Temporary				4	3%				
Denials				2	1%				
Short Term				0	0%				

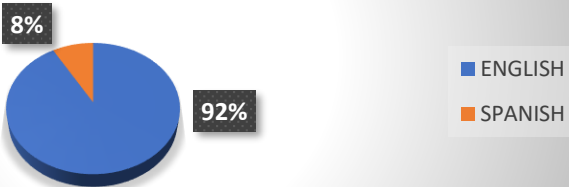
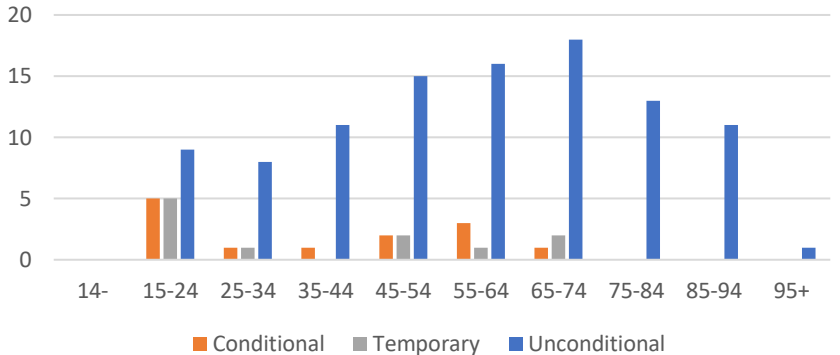
Jun-18				
Applications Received - GCT Area Cities	June	May	April	March
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	4	4	4	4
Oak View	0	0	2	0
Oxnard	23	21	22	21
Port Hueneme	3	2	1	3
Ventura	14	12	21	21
Applications Received-Valley Express Area Cities				
Fillmore	0	3	3	3
Piru	0	0	0	0
Santa Paula	4	1	1	2
Travel Training				
Training Statistics	June	May	April	March
Referrals received	5	5	9	5
Assessments	0	0	0	0
Trainings	0	0	0	0
Referral Source				
ADA-Camarillo Area	1	0	0	1
ADA-Gold Coast Area	1	0	3	1
ADA-Valley Express Area	0	1	0	0
ADA-Moorpark Area	0	0	0	0
ADA-Simi Valley Area	1	1	1	1
ADA-Thousand Oaks Area	1	0	1	1
Workshops	1	0	0	0
Other	0	0	4	1
Transit 101 Workshops				
Hosting Agency	Date	Attendees	Riders	Referrals
TO Transit Workshop	6/21/2018	12	N/A	0

Mileage Reimbursement Program Monthly Report - Jun 2018							
Category	Item Measured	Jun	May	Apr	Mar	Feb	Jan
Application Process	Total Interest Applications	8	9	10	6	11	6
	Total Complete Applications	6	6	8	5	7	1
	Applications approved by EDC	3	0	0	4	0	0
	Total claims received	79	81	79	78	85	93
Mileage Claims	Total miles reimbursed	10273	10670	9766	9660	11422	11347
	Total one-way trips claimed	1960	1915	1892	1872	2032	2288
Statistics by Service Area							
Camarillo	Claims Received	21	20	21	19	20	24
	Miles Reimbursed	2556	2668	2488	2269	2835	3021
	One-way trips claimed	539	534	573	485	515	608
Gold Coast	Claims Received	21	22	23	25	26	27
	Miles Reimbursed	2735	3057	2683	2984	3340	3215
	One-way trips claimed	520	521	530	615	599	606
Moorpark	Claims Received	1	1	0	1	2	2
	Miles Reimbursed	100	100	0	212	282	200
	One-way trips claimed	36	16	0	36	68	62
Simi Valley	Claims Received	5	4	3	3	6	5
	Miles Reimbursed	711	576	524	578	765	650
	One-way trips claimed	91	72	68	76	104	112
Thousand Oaks	Claims Received	27	30	27	25	26	31
	Miles Reimbursed	3531	3585	3297	2757	3346	3621
	One-way trips claimed	685	678	636	580	650	811
Valley Express	Claims Received	4	4	5	5	5	4
	Miles Reimbursed	640	684	774	860	854	640
	One-way trips claimed	89	94	85	80	96	89
Other Statistics							
	Average Trip Length (Miles)	5.2	5.6	5.2	5.2	5.6	5.0
	Average Cost per Trip	\$ 1.83	\$ 1.95	\$ 1.81	\$ 1.81	\$ 1.97	\$ 1.74

Jul-18								
		July	June	May	April	March	Feb	Total Phone Calls (inbound and outbound): 807 Riders requesting service outside of Ventura County Riders requesting service into Ventura County
Call Center	Inbound ADA Calls	679	632	663	553	572	584	
	Outbound ADA calls	128	108	67	163	261	335	
	Average hold time (in seconds)	6.22	5.92	6.09	5.9	4.75	6.51	
	Outbound Area Transmittals	10	16	3	8	7	9	
	Inbound Area Transmittals	3	5	6	9	9	11	
Applications Received	Recertification	46	72	69	62	80	53	Total applications received: 121
	New Applications	75	60	54	66	55	52	Online Applications Received: 6 (5%)
Applications Received by Service Area	Camarillo Area	7	14	9	8	10	11	<div>Applications by Language</div> 
	Gold Coast Area	45	44	39	50	49	41	
	Valley Express Area	2	4	4	4	5	6	
	Moorpark Area	6	3	7	4	4	3	
	Simi Valley Area	32	35	35	39	40	27	
	Thousand Oaks	29	31	29	20	22	16	
	Out of County	0	1	0	3	5	1	
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	22	20	19	21	22	27	<div>Evaluations by Age and Determination Type</div> 
	Complete, Interview w/o Functional Evaluation	4	3	0	6	2	3	
	Complete, Special Circumstance (no Interview)	31	39	27	34	33	19	
	Complete, Over 85+	10	8	11	16	14	13	
	Complete, Phone Interview	1	5	0	2	2	0	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	34	69	53	60	38	50	
	Total Evaulations	102	144	110	139	111	112	
Delays in Processing (Cumulative)	Due to incomplete application by client	8	0	3	9	10	7	
	Pending Professional Evaluation (PE)	12	9	16	62	14	15	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting in-person interviews	20	13	11	6	18	15	
Assessments	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK	<div>In-person Interviews by Eligibility and Assessment Type</div> 
	With Physical Assessment	11	0	8	2	1	0	
	With Cognitive Assessment	11	0	5	2	3	1	
	Interview only (at assessment sites)	4	1	3	0	0	0	
	No Shows	2	0	1	0	1	0	
	Total in-person interviews scheduled	28	1	17	4	5	1	
	Total Number of appointment days	10	1	4	2	2	1	
Determination Types:				Total	%			
Unconditional (including S.C., Over 85+ , Phone interviews)				93	91%			
Conditional				5	5%			
Temporary				4	4%			
Denials				0	0%			
Short Term				0	0%			

ADA Monthly Report Supplemental Information				
Applications Received - GCT Area Cities	July	June	May	April
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	4	4	4
Oak View	0	0	0	2
Oxnard	25	23	21	22
Port Hueneme	2	3	2	1
Ventura	18	14	12	21
Applications Received-Valley Express Area Cities				
Fillmore	1	0	3	3
Piru	0	0	0	0
Santa Paula	1	4	1	1
Travel Training				
Training Statistics	Jul	Jun	May	April
Referrals received	5	5	5	9
Assessments	0	0	0	0
Trainings	0	0	0	0
Referral Source				
ADA-Camarillo Area	0	1	0	0
ADA-Gold Coast Area	2	1	0	3
ADA-Valley Express Area	0	0	1	0
ADA-Moorpark Area	0	0	0	0
ADA-Simi Valley Area	1	1	1	1
ADA-Thousand Oaks Area	0	1	0	1
Workshops	0	1	0	0
Other	2	0	0	4
Transit 101 Workshops				
Hosting Agency	Date	Attendees	Riders	Referrals
None this month				

Mileage Reimbursement Program Monthly Report - Jul 2018							
Category	Item Measured	Jul	Jun	May	Apr	Mar	Feb
Application Process	Total Interest Applications	4	8	9	10	6	11
	Total Complete Applications	2	6	6	8	5	7
	Applications approved by EDC	0	3	0	0	4	0
	Total claims received	81	79	81	79	78	85
Mileage Claims	Total miles reimbursed	10012	10273	10670	9766	9660	11422
	Total one-way trips claimed	1870	1960	1915	1892	1872	2032
Statistics by Service Area							
Camarillo	Claims Received	19	21	20	21	19	20
	Miles Reimbursed	2146	2556	2668	2488	2269	2835
	One-way trips claimed	410	539	534	573	485	515
Gold Coast	Claims Received	23	21	22	23	25	26
	Miles Reimbursed	2889	2735	3057	2683	2984	3340
	One-way trips claimed	611	520	521	530	615	599
Moorpark	Claims Received	1	1	1	0	1	2
	Miles Reimbursed	100	100	100	0	212	282
	One-way trips claimed	40	36	16	0	36	68
Simi Valley	Claims Received	5	5	4	3	3	6
	Miles Reimbursed	642	711	576	524	578	765
	One-way trips claimed	75	91	72	68	76	104
Thousand Oaks	Claims Received	30	27	30	27	25	26
	Miles Reimbursed	3575	3531	3585	3297	2757	3346
	One-way trips claimed	682	685	678	636	580	650
Valley Express	Claims Received	3	4	4	5	5	5
	Miles Reimbursed	660	640	684	774	860	854
	One-way trips claimed	52	89	94	85	80	96
Other Statistics							
	Average Trip Length (Miles)	5.4	5.2	5.6	5.2	5.2	5.6
	Average Cost per Trip	\$ 1.87	\$ 1.83	\$ 1.95	\$ 1.81	\$ 1.81	\$ 1.97

Aug-18								
		Aug	July	June	May	April	March	
Call Center	Inbound ADA Calls	657	679	632	663	553	572	Total phone calls inbound/outbound: 825
	Outbound ADA calls	168	128	108	67	163	261	
	Average hold time (in seconds)	5.4	6.22	5.92	6.09	5.9	4.75	
	Outbound Area Transmittals	12	10	16	3	8	7	Riders requesting service outside of Ventura County
	Inbound Area Transmittals	4	3	5	6	9	9	Riders requesting service into Ventura County
Applications Received	Recertification	43	46	72	69	62	80	Total applications received: 133
	New Applications	90	75	60	54	66	55	Online Applications Received: 1 (1%)
Applications Received by Service Area	Camarillo Area	10	7	14	9	8	10	<div>Applications by Language</div> 
	Gold Coast Area	46	45	44	39	50	49	
	Valley Express Area	4	2	4	4	4	5	
	Moorpark Area	6	6	3	7	4	4	
	Simi Valley Area	35	32	35	35	39	40	
	Thousand Oaks	31	29	31	29	20	22	
	Out of County	1	0	1	0	3	5	
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	37	22	20	19	21	22	<div>Evaluations by Age and Determination Type</div> 
	Complete, Interview w/o Functional Evaluation	2	4	3	0	6	2	
	Complete, Special Circumstance (no Interview)	32	31	39	27	34	33	
	Complete, Over 85+	8	10	8	11	16	14	
	Complete, Phone Interviw	4	1	5	0	2	2	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	43	34	69	53	60	38	
	Total Evaulations	126	102	144	110	139	111	
Delays in Processing (Cumulative)	Due to incomplete application by client	7	8	0	3	9	10	
	Pending Professional Evaluation (PE)	17	12	9	16	62	14	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting in-person interviews	4	20	13	11	6	18	
Assessments	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK	
	With Physical Assessment	11	0	6	4	1	0	
	With Cognitive Assessment	26	3	10	4	8	1	
	Interview only (at assessment sites)	2	0	1	0	1	0	
	No Shows	5	1	2	0	2	0	
	Total in-person interviews scheduled	44	4	19	8	12	1	
	Total Number of appointment days	14	2	5	3	3	1	
Determination Types:				Total	%			
Unconditional (including S.C., Over 85+ , Phone interviews)				101	80%			
Conditional				13	10%			
Temporary				11	9%			
Denials				1	1%			
Short Term				0	0%			

ADA Monthly Report Supplemental Information				
Applications Received - GCT Area Cities	Aug	July	June	May
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	1	0	4	4
Oak View	0	0	0	0
Oxnard	26	25	23	21
Port Hueneme	5	2	3	2
Ventura	14	18	14	12
Applications Received-Valley Express Area Cities				
Fillmore	1	1	0	3
Piru	0	0	0	0
Santa Paula	3	1	4	1
Travel Training				
Training Statistics	Aug	July	June	May
Referrals received	15	5	5	9
Assessments	0	0	0	0
Trainings	0	0	0	0
Referral Source				
ADA-Camarillo Area	1	0	1	0
ADA-Gold Coast Area	0	2	1	3
ADA-Valley Express Area	0	0	0	0
ADA-Moorpark Area	0	0	0	0
ADA-Simi Valley Area	1	1	1	1
ADA-Thousand Oaks Area	6	0	1	1
Workshops	1	0	1	0
Other	6	2	0	4
Transit 101 Workshops				
Hosting Agency	Date	Attendees	Riders	Referrals
Thousand Oaks Transit Workshop	8/16/2018	12	3	0
Simi Valley Sr. Center	8/23/2018	30	22	0

Mileage Reimbursement Program Monthly Report - Aug 2018							
Category	Item Measured	Aug	Jul	Jun	May	Apr	Mar
Application Process	Total Interest Applications	18	4	8	9	10	6
	Total Complete Applications	14	2	6	6	8	5
	Applications approved by EDC	6	0	3	0	0	4
	Total claims received	85	81	79	81	79	78
Mileage Claims	Total miles reimbursed	10796	10012	10273	10670	9766	9660
	Total one-way trips claimed	1915	1870	1960	1915	1892	1872
Statistics by Service Area							
Camarillo	Claims Received	21	19	21	20	21	19
	Miles Reimbursed	2504	2146	2556	2668	2488	2269
	One-way trips claimed	507	410	539	534	573	485
Gold Coast	Claims Received	24	23	21	22	23	25
	Miles Reimbursed	3228	2889	2735	3057	2683	2984
	One-way trips claimed	572	611	520	521	530	615
Moorpark	Claims Received	1	1	1	1	0	1
	Miles Reimbursed	186	100	100	100	0	212
	One-way trips claimed	42	40	36	16	0	36
Simi Valley	Claims Received	5	5	5	4	3	3
	Miles Reimbursed	729	642	711	576	524	578
	One-way trips claimed	91	75	91	72	68	76
Thousand Oaks	Claims Received	29	30	27	30	27	25
	Miles Reimbursed	3443	3575	3531	3585	3297	2757
	One-way trips claimed	612	682	685	678	636	580
Valley Express	Claims Received	5	3	4	4	5	5
	Miles Reimbursed	706	660	640	684	774	860
	One-way trips claimed	91	52	89	94	85	80
Other Statistics							
	Average Trip Length (Miles)	5.6	5.4	5.2	5.6	5.2	5.2
	Average Cost per Trip	\$ 1.97	\$ 1.87	\$ 1.83	\$ 1.95	\$ 1.81	\$ 1.81



DATE: September 13, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: STATUS OF FEDERAL CMAQ PROJECTS / PROGRAMMING OF CMAQ SHELF LIST AND/OR COST INCREASES

RECOMMENDATION:

- Review updated project schedule.
- Consider increasing the FY 2018/19 CMAQ program to minimize a rescission of funds.

DISCUSSION:

Under federal law, CMAQ funds apportioned to California lapse if they are not used within three years. AB 1012, which became law in October, 1999, applies the three-year lapsing rule to CMAQ funds in each county. It is important for VCTC to have an accurate schedule of CMAQ projects to ensure that our county does not lose funds. VCTC also uses this project schedule to ensure that the Federal Transportation Improvement Program (FTIP) includes all of the projects which are ready-to-go. VCTC provides this information to Caltrans which uses it to manage the state's Obligation Authority (OA).

An additional issue for FY 2018/19 is that the federal FAST Act provides for a rescission based on the unobligated apportionment balance at the end of FY 2018/19. As a result, VCTC should consider how to reduce the Ventura County unobligated balance to minimize the impact of the rescission on the county.

VCTC sent the attached notice to agencies on August 28th, requesting information on the status of their CMAQ projects, along with information on possible strategies to increase the amount to be obligated in FY 2018/19 if necessary to minimize the rescission. There are currently no transit projects scheduled to be obligated in FY 2018/19, as all previously-approved transit projects have either been obligated or the funds have been transferred to FTA. The only transit projects on the Shelf List are for Gold Coast Transit. Based on the response to the notice, VCTC will provide TRANSCOM with information on the anticipated obligation of CMAQ and possible strategies to program additional funds to be obligated in FY 2018/19. This information will also go to the September 20th TTAC meeting.



Ventura County Transportation Commission

August 28, 2018

MEMO TO: CITY PUBLIC WORKS DIRECTORS
COUNTY TRANSPORTATION DIRECTOR
GOLD COAST TRANSIT GENERAL MANAGER

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR *DK*

SUBJECT: REQUEST FOR STATUS UPDATE FOR CMAQ AND STP PROJECTS /
POSSIBLE AVAILABLE FUNDS FOR CMAQ SHELF LIST & COST
INCREASES

VCTC requests your assistance to provide the project status and fund obligation schedule for projects programmed for the federal Congestion Mitigation and Air Quality (CMAQ) program and the Regional Surface Transportation Program (STP). This information is particularly critical this year because the Fixing America's Surface Transportation (FAST) Act, passed in 2015, includes a provision to rescind a portion of unobligated CMAQ apportionment balances remaining unobligated at the end of FY 2018/19. To minimize the effect of this rescission on Ventura County it will be necessary to lower the CMAQ balance as much as possible. Furthermore, projected STP and CMAQ obligation schedules assist Caltrans in managing statewide obligation authority.

Based on the CMAQ project schedule information provided to VCTC, if there appears to remain a significant unobligated CMAQ balance, VCTC will, in consultation with TTAC and TRANSCOM, consider possible steps to lower the CMAQ balance, possibly including: (1) funding projects or project phases on the attached Shelf List that can obligate funds by September 30, 2019, the end of federal FY 2018/19; or (2) increasing funding for approved or Shelf List projects provided that the increased funds can be obligated by September 30, 2019.

So that VCTC can address these issues, please provide the following information to VCTC staff by **September 10, 2018**:

1. On the enclosed spreadsheets, update the information for your projects shown in the "Planned Obligation Date" and "Current Project Status" columns.
2. If your agency is recommending the programming of additional CMAQ funds that can be obligated by September 30, 2019, provide a letter, signed by yourself, specifying the requested funds, including funds on the Shelf List that can be obligated by the deadline, or additional CMAQ funds needed by approved CMAQ project scopes or CMAQ shelf list scopes. (Please note that your agency will still need to provide the local match amount committed to the project in your original application.)

Staff expects to come to the September TTAC and TRANSCOM meetings with the updated tables of STP and CMAQ project statuses and a recommendation for addressing the pending CMAQ rescission.

Should you have any question please contact Peter De Haan at (805) 642-1591, extension 106 or pdehaan@goventura.org.

RECOMMENDED CMAQ / TDA ARTICLE 3 SHELF LIST PROJECTS

TRANSIT

Project Name:	Agency:	Committee Score:	CMAQ Funds:
Midlife Engine Replacement and Service Life Extension – 12 buses	Gold Coast Transit	65	1,451,095
Ventura Road Transit Service Operations for 3rd of 3 years	Gold Coast Transit	75*	1,218,047

* Ventura Road 3rd year funds placed lower as funds are not needed for two years.

Total: \$2,669,142

BIKE/PEDESTRIAN/TRAFFIC FLOW

Project Name:	Agency:	Committee Score:	CMAQ or TDA Article 3 Funds:
Sespe Street Bike Lanes	Ventura County	55	114,572
Rice Road Bike Lanes	Ventura County	53	1,156,202
Springville Bike Trail Phase 2	Camarillo	52	1,372,215
Los Feliz Drive Sidewalk	Thousand Oaks	52	711,780

Total: \$3,354,769



DATE: September 13, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE 2018/19 FINAL PROGRAM OF PROJECTS

RECOMMENDATION:

- Approve the final Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2018/19.

BACKGROUND

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists projects to be funded with federal funds in each urban areas of Ventura County. Since 2003, VCTC has prepared the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, and Camarillo urbanized areas, as defined by the U.S. Census Bureau. Later, VCTC also began to prepare the POP for Simi Valley based on a decision by Caltrans to delegate to VCTC the Designated Recipient status for Simi Valley.

The proposed FY 2018/19 POP was put together using the same methodology that was first developed for the FY 2003/04 POP, to provide a distribution of revenues and expenses between the four urbanized areas in the County. A draft of this POP was reviewed and approved by TRANSCOM at its May 2018 meeting, and by the VCTC on June 1, 2018.

DISCUSSION

The attached Program of Projects table shows the recommended projects for each of the urbanized areas. The most significant changes from the draft are due to Congress unexpectedly passing a FY 2017/18 budget which appropriated funds for certain transportation programs at a greater amount than was authorized by the Fixing America's Surface Transportation (FAST) Act. Since the FY 2017/18 POP revenue estimates were based on the authorized amounts, the appropriation created a surplus for 2017/18 which has carried over to 2018/19 and is available

for programming. For transit, the Section 5337 and 5339 formula programs were recipients of funding above the authorized amounts.

For Section 5337, the State of Good Repair Program for which SCRRA is the county's only eligible recipient, the FY 2017/18 apportionments were \$737,861 above the estimate for the Oxnard/Ventura area and \$515,786 over the estimate for the Thousand Oaks/Moorpark area. These amounts have been added to the 2018/19 POP Metrolink Rehabilitation item with the amounts shown as available during the current fiscal year. SCRRA will be able to use these additional funds to help address the significant maintenance backlog that has been identified.

The Section 5339 Bus account received an additional \$226,036 above the estimate for Oxnard/Ventura and an additional \$130,820 above the estimate for remainder of the county. Since Section 5339 funds are only programmed to Gold Coast and VCTC, staff recommends that due to the relatively small amount of additional funds and the fact that Gold Coast can easily use the funds for debt service on its operations facility, that the Oxnard/Ventura area surplus be programmed for Gold Coast operations facility debt service, and the surplus for the other areas be programmed for VCTC vehicle leases, which VCTC can use.

Another change to the Final POP is that VCTC was notified by the Ventura County Human Services Agency (HSA) that they had misunderstood the application for the most recent JARC/5310 call for projects and had intended to apply for \$120,000 to cover two years' worth of funds, rather than the \$60,000 for which they were approved. Since as the Committee will recall there was an unused balance of available JARC funds, staff has revised the recommended Final POP to provide the additional \$60,000 to the HSA for the Work Reliability Transportation Project, by adding \$30,000 for FY 2017/18, which will be in addition to the \$30,000 in the FY 2017/18 POP; and also increasing the FY 2018/19 amount from \$30,000 to \$60,000. This funding at a rate of \$60,000 per year is in line with what the HSA had been receiving from JARC in prior years, so staff believes it is appropriate to approve the additional funds to provide the two years' worth of funds as would be expected given that the call for projects was for two years' worth of funds.

Although this past year the total apportionment was above the authorized amount and thus above VCTC's estimate, the FY 2018/19 POP continues to use estimates that assume funding at only the authorized amount. It is of course possible that based on the federal budget process the next apportionment could be less than the authorized amount, in which case it could be necessary to reduce funding from the approved POP. However, the FY 2018/19 transportation appropriation recently-approved by the Senate was again at a higher amount than what is authorized under FAST.

Subsequent to the TRANSCOM meeting, staff will publish the POP for public notice, and will present the POP to the VCTC for Public Hearing and approval at the October 5th meeting.

Program of Projects

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2018/19 Fiscal Year (FY 2019). The funds available in FY 2019 are estimated to be \$425,000 in Section 5310 funds and \$22,960,000 in other funds for the Oxnard UA, \$170,000 in Section 5310 funds and \$7,200,000 in other funds for the Thousand Oaks UA, \$2,615,000 for the Camarillo UA, and \$3,325,000 for the Simi Valley UA, based on anticipated FY 2019 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, October 5, 2018, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.

FY 2018/19 Federal Transit Program of Projects

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Ventura Road Transit Service (FY 18/19 & 19/20) (CMAQ Funds)	\$ 2,751,717	\$ 2,436,095	\$ 315,622
Operating Assistance	\$ 2,500,000	\$ 1,250,000	\$ 1,250,000
	<u>\$ 5,251,717</u>	<u>\$ 3,686,095</u>	<u>\$ 1,565,622</u>
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 1,662,895	\$ 1,330,316	\$ 332,579
Midlife Bus Refurbishment & Engine Replacement for 14 buses (CMAQ Funds)	\$ 2,056,982	\$ 1,821,046	\$ 235,936
Operations and Maintenance Facility Debt Service	\$ 486,815	\$ 389,452	\$ 97,363
Operations and Maintenance Facility Debt Service (5339 Funds)(FY 17/18)	\$ 282,545	\$ 226,036	\$ 56,509
Operations and Maintenance Facility Debt Service (5339 Funds)	\$ 888,185	\$ 710,548	\$ 177,637
ADA Paratransit Service	\$ 1,147,500	\$ 918,000	\$ 229,500
	<u>\$ 6,524,922</u>	<u>\$ 5,395,398</u>	<u>\$ 1,129,524</u>
Total Gold Coast	<u>\$ 11,776,639</u>	<u>\$ 9,081,493</u>	<u>\$ 2,695,146</u>

Ventura County Transportation CommissionOperating Assistance

VCTC Intercity Operating Assistance (FY 19/20)	\$ 2,449,156	\$ 1,224,578	\$ 1,224,578
CalVans Vanpool (JARC funds)	\$ 100,000	\$ 25,000	\$ 75,000
County Human Services Agency Work			
Reliability Transport (FY 2017/18 - JARC funds)	\$ 36,000	\$ 30,000	\$ 6,000
County Human Services Agency Work			
Reliability Transport (FY 2018/19 - JARC funds)	\$ 72,000	\$ 60,000	\$ 12,000
	<u>\$ 2,657,156</u>	<u>\$ 1,339,578</u>	<u>\$ 3,996,734</u>

Planning Assistance

Transit Planning and Programming (FY 19/20)	\$ 393,783	\$ 315,026	\$ 78,757
Regional Transit Information Center (FY 19/20)	\$ 280,000	\$ 224,000	\$ 56,000
Countywide Outreach Activities (FY 19/20)	\$ 600,000	\$ 600,000	\$ -
(CMAQ Funds)			
Fare Collection/Passenger Counting Data	\$ 350,000	\$ 280,000	\$ 70,000
Management (FY 19/20)			
Elderly/Disabled Planning/Evaluation (FY 19/20)	\$ 278,750	\$ 223,000	\$ 55,750
Bus Service Planning (FY 19/20)	\$ 565,000	\$ 452,000	\$ 113,000
	<u>\$ 2,467,533</u>	<u>\$ 2,094,026</u>	<u>\$ 373,507</u>

Capital Assistance

Regional Transit Tech Equipment (FY 19/20)	\$ 118,750	\$ 95,000	\$ 23,750
Purchase 3 VCTC Intercity Buses (CMAQ Funds)	\$ 2,138,099	\$ 1,892,859	\$ 245,240
Metrolink Preventive Maintenance (FY 19/20)	\$ 1,820,228	\$ 1,820,228	\$ -
Metrolink Capital Rehab (Sec 5337)	\$ 737,861	\$ 737,861	\$ -
Metrolink Capital Rehab (FY 19/20)(Sec 5337)	\$ 2,477,608	\$ 2,477,608	\$ -
Metrolink Prev Maintenance (FY 19/20)(Sec 5337)	\$ 2,460,937	\$ 2,460,937	\$ -
	<u>\$ 9,634,733</u>	<u>\$ 9,389,493</u>	<u>\$ 245,240</u>
Total VCTC	<u>\$ 14,759,421</u>	<u>\$ 12,823,097</u>	<u>\$ 4,615,480</u>

Valley ExpressOperating Assistance

Operating Assistance (FY 19/20)	\$ 1,254,396	\$ 627,198	\$ 627,198
Total Valley Express	<u>\$ 1,254,396</u>	<u>\$ 627,198</u>	<u>\$ 627,198</u>
TOTAL	<u>\$ 27,790,456</u>	<u>\$ 22,531,788</u>	<u>\$ 7,937,824</u>

THOUSAND OAKS/MOORPARK URBANIZED AREA**Ventura County Transportation Commission**Planning Assistance

Transit Planning and Programming (FY 19/20)	\$ 570,971	\$ 456,777	\$ 114,194
	\$ 570,971	\$ 456,777	\$ 114,194

Capital Assistance

VCTC Svcs - Cap Leases (FY19/20)	\$ 352,981	\$ 282,385	\$ 70,596
VCTC Svcs - Cap Leases (FY19/20) (Sec 5339)	\$ 166,735	\$ 166,735	\$ -
Regional Transit Tech Equipment (FY 19/20)	\$ 37,500	\$ 30,000	\$ 7,500
Regional Transit Tech Equipment (FY 19/20) (Sec 5339)	\$ 144,600	\$ 144,600	\$ -
Metrolink Preventive Maintenance (FY 19/20)	\$ 742,381	\$ 742,381	\$ -
Metrolink Capital Rehab (Sec 5337)	\$ 515,786	\$ 515,786	\$ -
Metrolink Capital Rehab (FY 19/20)(Sec 5337)	\$ 1,694,545	\$ 1,694,545	\$ -
Metrolink Prev Maintenance (FY 19/20)(Sec 5337)	\$ 1,683,883	\$ 1,683,883	\$ -
	\$ -		\$ -
	\$ 5,338,411	\$ 5,260,315	\$ 78,096
Total VCTC	\$ 5,909,383	\$ 5,717,092	\$ 192,291

City of Thousand OaksPlanning Assistance

Transit Planning & Education	\$ 187,500	\$ 150,000	\$ 37,500
	\$ 187,500	\$ 150,000	\$ 37,500

Capital Assistance

Transit Vehicle Maintenance	\$ 500,000	\$ 400,000	\$ 100,000
Transit Facilities / Bus Stops Maintenance	\$ 187,500	\$ 150,000	\$ 37,500
Transit Vehicle Capital Lease	\$ 187,500	\$ 150,000	\$ 37,500
Inter-City ADA	\$ 62,500	\$ 50,000	\$ 12,500
	\$ 937,500	\$ 750,000	\$ 187,500
Total Thousand Oaks	\$ 1,125,000	\$ 900,000	\$ 225,000

City of MoorparkOperating Assistance

Fixed Route/Paratransit Operating Assistance	\$ 240,000	\$ 120,000	\$ 120,000
	\$ 240,000	\$ 120,000	\$ 120,000

Capital Assistance

Metrolink Station South Entrance + Other Station Improvements / Upgrades	\$ 126,928	\$ 101,542	\$ 25,386
Dial-a-Ride Capital Leases / Cap Maint	\$ 93,750	\$ 75,000	\$ 18,750
	\$ 220,678	\$ 176,542	\$ 44,136
Total Moorpark	\$ 460,678	\$ 296,542	\$ 164,136
TOTAL	\$ 7,495,060	\$ 6,913,634	\$ 581,426

CAMARILLO URBANIZED AREA**Ventura County Transportation Commission**Planning Assistance

Transit Planning and Programming (FY 19/20)	\$ 164,430	\$ 131,544	\$ 32,886
	\$ 164,430	\$ 131,544	\$ 32,886

Capital Assistance

VCTC Svcs - Cap Leases (FY18/19) (Sec 5339)	\$ 186,125	\$ 186,125	\$ -
VCTC Svcs - Cap Leases (FY19/20) (Sec 5339)	\$ 169,392	\$ 169,392	\$ -
	\$ 355,517	\$ 355,517	\$ -

Total VCTC	\$ 519,947	\$ 487,061	\$ 32,886
------------	------------	------------	-----------

City of CamarilloOperating Assistance

Camarillo Area Transit Operating Assistance	\$ 924,100	\$ 462,050	\$ 462,050
	\$ 924,100	\$ 462,050	\$ 462,050

Capital Assistance

Metrolink Quiet Zone Improvements	\$ 400,000	\$ 400,000	\$ -
Bus Capital Maintenance	\$ 728,500	\$ 582,800	\$ 145,700
Rail Station Capital Maintenance	\$ 83,780	\$ 67,024	\$ 16,756
	\$ 1,212,280	\$ 1,049,824	\$ 162,456

Total Camarillo	\$ 2,136,380	\$ 1,511,874	\$ 624,506
-----------------	--------------	--------------	------------

TOTAL	\$ 2,656,327	\$ 1,998,935	\$ 657,392
-------	--------------	--------------	------------

SIMI VALLEY URBANIZED AREA**Ventura County Transportation Commission**Planning Assistance

Transit Planning and Programming (FY 19/20)	\$ 277,282	\$ 106,653	\$ 170,629
	\$ 277,282	\$ 106,653	\$ 170,629

Capital Assistance

VCTC Svcs - Cap Leases (FY18/19) (Sec 5339)	\$ 280,557	\$ 280,557	\$ -
VCTC Svcs - Cap Leases (FY19/20) (Sec 5339)	\$ 326,533	\$ 326,533	\$ -
	\$ 326,533	\$ 326,533	\$ -

Total VCTC	\$ 603,815	\$ 433,186	\$ 170,629
------------	------------	------------	------------

City of Simi ValleyOperating Assistance

Simi Valley Transit Operating Assistance	\$ 4,151,850	\$ 2,075,925	\$ 2,075,925
	\$ 4,151,850	\$ 2,075,925	\$ 2,075,925

Capital Assistance

Preventive Maintenance	\$ 280,400	\$ 224,320	\$ 56,080
Non Fixed-Route ADA Paratransit Capital	\$ 339,291	\$ 271,433	\$ 67,858
Dispatch Software	\$ 45,000	\$ 36,000	\$ 9,000
	\$ 664,691	\$ 531,753	\$ 132,938

Total Simi Valley	\$ 4,816,541	\$ 2,607,678	\$ 2,208,863
-------------------	--------------	--------------	--------------

TOTAL	\$ 5,420,356	\$ 3,040,864	\$ 2,379,492
-------	--------------	--------------	--------------

FY 2018/19 SECTION 5310 / NEW FREEDOM PROGRAM OF PROJECTS

OXNARD/VENTURA URBANIZED AREA

Planning Assistance

Program Administration	\$ 27,326	\$ 27,326	\$ -
	\$ 27,326	\$ 27,326	\$ -

Operating Assistance

Gold Coast Access Direct Service to Camarillo	\$ 101,333	\$ 81,066	\$ 20,267
Area Agency on Aging MediRide	\$ 157,500	\$ 105,000	\$ 52,500
	\$ 258,833	\$ 186,066	\$ 72,767

Capital Assistance

Gold Coast Young Adult Mobility Education	\$ 60,000	\$ 48,000	\$ -
	\$ 60,000	\$ 24,000	\$ 12,000
Total Enhanced Mobility	\$ 346,159	\$ 237,392	\$ 84,767

THOUSAND OAKS/MOORPARK URBANIZED AREA

Planning Assistance

Program Administration	\$ 17,040	\$ 17,040	\$ -
	\$ 17,040	\$ 17,040	\$ -

Operating Assistance

Moorpark Free Senior/Disabled Fares	\$ 12,750	\$ 10,200	\$ 2,550
ECTA Saturday Senior ADA Service	\$ 25,000	\$ 20,000	\$ 5,000
Thousand Oaks Free Rides ADA/DAR	\$ 25,000	\$ 20,000	\$ 5,000
Area Agency on Aging MediRide	\$ 105,000	\$ 70,000	\$ 35,000
	\$ 167,750	\$ 120,200	\$ 47,550

Capital Assistance

ECTA Intercity Service Vehicle Lease	\$ 25,000	\$ 20,000	\$ 5,000
	\$ 25,000	\$ 20,000	\$ 5,000
Total Enhanced Mobility	\$ 209,790	\$ 157,240	\$ 52,550



DATE: September 13, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSIT ASSET MANAGEMENT (TAM) PLAN

RECOMMENDATION:

- Approve the Ventura County Group TAM Plan pending final comments.

BACKGROUND:

In 2012, Moving Ahead for Progress in the 21st Century Act (MAP-21) mandated the Federal Transit Administration (FTA) develop a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their entire life cycle. The resulting FTA's Transit Asset Management (TAM) Final Rule 49 USC 625 became effective in 2016 and set forth federal regulations establishing minimum asset management practices for transit providers. The final rule requires transit agencies to maintain and document minimum TAM standards, which will prioritize funding based on the condition of transit assets in order to achieve or maintain transit networks in a State of Good Repair (SGR).

The purpose of the FTA rulemaking is to help achieve and maintain SGR for the nation's public transportation assets. Currently, there is an estimated \$89.8 billion transit SGR backlog. The TAM rule aims to address the backlog by requiring transit providers create TAM plans that will help them systematically address their maintenance needs and develop prioritized asset investment plans. Well-developed asset management systems have been shown to lower long-term maintenance costs and increase efficiency and service reliability. Additionally, TAM will have important non-quantifiable benefits, such as improved transparency and accountability. Implementing a TAM system requires transit providers to collect and use asset condition data, set targets, and develop strategies to prioritize investments to meet their goals. The rule develops a framework for transit agencies to monitor and manage public transportation assets, improve safety, increase reliability and performance, and establish performance measures and targets.

DISCUSSION:

As a direct recipient of funds which passes along funds to subrecipients that own or operate capital assets used in providing public transportation, VCTC must sponsor a group TAM plan on behalf of its subrecipients. Accordingly, VCTC is the sponsoring agency of the Ventura County Group TAM Plan. The Group TAM Plan includes VCTC Intercity service, Valley Express, Camarillo Area Transit, Moorpark City Transit, Simi Valley Transit, Thousand Oaks Transit and the small operators of Downtown Ventura Partners, Help of Ojai and Ventura Transit System. All of these operators are subrecipients with the exception of Simi Valley Transit which has elected to be part of the group plan.

TAM Plans for Tier II operators (operators with 100 or less peak vehicles) require the following:

- Inventory of Capital Assets
- Condition Assessment
- Decision Support Tools
- Investment Prioritization

The TAM Plan includes inventory of all assets used by the operators in the group plan as well as a condition assessment, decision support tools and investment prioritization for all assets owned by the operators. Also included is an inventory and condition assessment of the rail station platforms utilized by the Metrolink system, four of which are owned by VCTC. The TAM plan also includes targets for each asset type and a list of capital investments through 2023.

The Ventura County Group TAM Plan is included as an attachment.



DATE: September 13, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN

RECOMMENDATION:

- Approve the Ventura County Group TAM Plan.

BACKGROUND:

With the devastating fires and mudslide in Ventura and Santa Barbara County in December 2017 and January 2018, the need for a Transportation Emergency Preparedness Plan was highlighted. While transit operators did a great job of reacting to the emergencies to provide what service they could, the emergencies demonstrated a strong need for a plan that will prepare us in the event of another disaster, allowing operators to be more proactive.

In February 2018, VCTC applied for a Transportation Emergency Preparedness Plan (TEPP) from Caltrans through the Adaptation Planning Grant. VCTC was notified of award in May and will begin the project in October. The grant is in partnership with the Santa Barbara County Association of Governments (SBCAG) with support from Gold Coast Transit District (GCTD) and the Santa Barbara Metropolitan Transit District (MTD). VCTC and SBCAG will also coordinate with the smaller operators to ensure input is incorporated and concerns are addressed.

DISCUSSION:

The goals of the TEPP are to:

- Demonstrate on-going collaboration and partnerships between sectors and jurisdictions, across levels of government at a regional scale. As the lead agency, VCTC will partner with SBCAG, local transit operators, first responders, and other public safety agencies will provide a comprehensive work plan to benefit the community and improve the management of disaster response efforts.
- Identify system-wide climate change impact risks to multimodal transportation infrastructure in the project area. Recent disasters provide a unique opportunity to identify "real time" impacts on transportation infrastructure and their respective consequences.

These otherwise “uncertainties” are actually “knowns” that can be measured and evaluated. The Plan will explore these areas.

- Identify adaptation strategies and specific actions to remedy identified climate related vulnerabilities. Reviewing and rating disaster response actions related to the recent Thomas Fire and Montecito mudslide will provide the knowledge to develop strategies moving forward.
- Identify disadvantaged and/or vulnerable communities, including transit-dependent populations and incorporating an effective plan to accommodate these populations in evacuation efforts or ensuring transportation to jobs, medical appointments and other needs is a part of the Plan.

The TEPP will include:

- A public participation plan
- Evaluating what emergency preparedness plans currently exist
- Determining what worked well during the emergencies and what did not
- Learning from best practices around the country
- Determining what agreements should be in place
- Reviewing communication needs
- Creating an inventory of assets to be preserved during an emergency
- Determining who might need evacuation assistance
- Preparations for emergency transportation services
- Identifying resources
- Recommended training exercises

The scope of work for the grant is attached. VCTC is interested in getting feedback on the scope and any concerns, ideas or other items operators would like to see in the plan, as well as any emergency preparedness plans agencies have as it relates to transit.

SCOPE OF WORK:

The Ventura County Transportation Commission Transportation Emergency Preparedness Plan

INTRODUCTION:

The Transportation Emergency Preparedness Plan will enable the Ventura County Transportation Commission (VCTC) and Santa Barbara County Association of Governments (SBCAG) in partnership with Caltrans and in coordination with transit operators, to better prepare the region for future natural disasters which are likely to occur increasingly due to impacts from climate change. These agencies do not currently have emergency preparedness plans.

The plan will define roles and responsibilities, coordinate with existing emergency plans, outline communication strategies and create an implementation plan that will specify training, evacuations and handling of service provision for all of Ventura and Santa Barbara counties.

The recent fire and mudslide highlighted how important transportation is in emergencies and identified areas where we are well prepared, lessons learned and areas to improve. Not having a transportation emergency preparedness plan in place would continue to allow governmental jurisdictions, residents and businesses to remain vulnerable to disasters without the benefit of changes that could be put in place through an analysis of lessons learned in earlier emergencies and advance planning for the inevitable future disasters. Planning has the potential to save lives and reduce the economic impact of future emergencies.

This plan will benefit the nine disadvantaged communities in the region, three of which are in the 96-100% percentile. These and a number of other census tracts have high poverty and minority populations. This plan will significantly benefit these communities and especially households without cars.

It is the joint hope of the responsible parties that the transportation emergency preparedness plan that will be funded by this grant will serve as a resource for other areas of the state.

RESPONSIBLE PARTIES:

Ventura County Transportation Commission
Santa Barbara County Association of Governments
Caltrans

VCTC in partnership with the Santa Barbara County Association of Governments and Caltrans and with the assistance of a consulting firm will perform this work. VCTC has not yet selected a consulting firm and the proper procurement procedures will be used through a competitive RFP process. VCTC staff anticipates these figures will not differ substantially and will not exceed the grant request amount.

OVERALL PROJECT OBJECTIVES:

- Understand current emergency preparedness plans and how transportation organizations, assets and services are included in them
- Create and adopt emergency preparedness plans in each county for transportation facilities and services

- Work to ensure cooperation and coordination between these plans and other emergency plans

1. Project Initiation

Task 1.1 Project Kick-off Meeting

VCTC will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.

- **Responsible Party: VCTC**

Task 1.2 Staff Coordination

Monthly face-to-face project team meetings with consultants and more frequent communication by email and telephone to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.

- **Responsible Party: VCTC**

Task 1.3 Advisory Committee

Organize an advisory committee with representatives of affected agencies in Ventura and Santa Barbara Counties including cities, transit organizations and law enforcement agencies. Consider adding people from social service agencies, hospitals and business groups and the media.

Advisory Committee will meet throughout the project.

- **Responsible Party: VCTC**

Task 1.4 Consultant Services

Complete an RFP process for selection of a consultant using the proper procurement procedures

- **Responsible Party: VCTC**

Task	Deliverable
1.1	Meeting notes
1.2	Monthly meeting notes
1.3	List of Advisory Group members
1.4	Copy of procurement procedures and executed consultant contract

2. Public Participation Plan

Task 2.1 Develop a Public Participation Strategy

Select a set of strategies to engage the public during the development of the transportation emergency preparedness plan that will solicit advice, comments and suggestions from the public. With the recent fires and mudslides fresh in the public's mind, seek input on what worked well and where improvements are needed.

Many institutional stakeholders will be included in the advisory committee. For others and for individuals or other groups, develop a multifaceted strategy to identify and engage them in the planning process. Highlight which strategies have proven effective in other areas or situations and suggest innovative ways to encourage people to participate. Also point out methods that have fallen short in the past and should not be employed in this effort.

Determine how and when to include the public in the planning and implementation process.

- **Responsible Party: VCTC / Consultant**

Task 2.2 Implement the Public Participation Plan

Based on the work conducted in Task 2.1, reach out to agencies, organizations, businesses and individuals through a combination of meetings, events, announcements and social media in accordance with the Public Participation Plan.

- **Responsible Party: VCTC / Consultant**

Task	Deliverable
2.1	Public Participation Plan
2.2	Announcements, press releases, social media posts and other materials

3. Transportation Emergency Preparedness Plan

Task 3.1 Current Situation

Determine which agencies in Ventura and Santa Barbara Counties have emergency preparedness plans. Gather copies of these plans from jurisdictions by searching online and contacting them directly.

Review the plans to determine:

What types of emergencies they cover

If transportation issues are included

How often the plans are updated

If there are additional types of emergencies that should be covered

Document findings.

- **Responsible Party: Consultant**

Task 3.2 Local Experience with Emergencies

Contact appropriate local jurisdictions, agencies and organizations to learn about their experience with the recent emergencies. Review press and other reports on the emergencies. Document problems that arose during the recent fires and mudslides in Ventura and Santa Barbara Counties, and determine how well the different agencies coordinated and cooperated.

Create a list of transportation facilities or services that were affected. Determine which transportation facilities are considered to be most vulnerable to harm or disruption from emergencies.

Document any transportation emergency services that were provided. Compile what data is available on usage, cost, and other aspects of those transportation services.

Document what would people do differently or like to have in place in preparation for next time.

- **Responsible Party: Consultant**

Task 3.3 Others' Experience with Emergencies

Select a group of communities in the United States that have experienced emergencies that affected transportation facilities or services.

Gather data on how these communities dealt with natural disasters or other emergency situations. Select some communities that experienced recent emergencies and some that have recovered already.

Ask about experiences, lessons learned, communication issues and changes made based on their experiences. Collect information on MOUs and other contractual or informal arrangements

- **Responsible Party: Consultant**

Task 3.4 Institutional Arrangements

Based on earlier tasks, determine what institutional arrangements are or should be in place to deal with future emergencies. Research how local and other agencies assigned roles and responsibilities. Collect copies of interagency Memoranda of Understanding (MOUs) and contracts that have been helpful in emergencies.

Suggest what specific MOUs and contracts to have in place ahead of emergencies, particularly those governing interagency arrangements that would be necessary or helpful to use transit vehicles and transportation employees during emergencies.

- **Responsible Party: Consultant**

Task 3.5 Communication Needs

Note plans locally or elsewhere to improve emergency communications to the public before, during and after emergencies regarding evacuations, returning to the area and other information.

Suggest improvements that local agencies should consider. In particular, explore what types of communication worked best and why.

Update agency's web site capability in anticipation of the next emergency. Update social media presence and coordinate with other agencies.

Review best practices on:

- How the public can be notified of cancelled transit service or temporary additional services
- How transportation agencies can most effectively share information on current conditions and plans
- How to assess the need for multi-lingual communication

- How coordinated and consistent messaging can be achieved
- Use of social media in rapidly changing situations

- **Responsible Party: Consultant**

Task 3.6 Inventory of Transportation Assets

Create an inventory of transportation facilities and assets that need to be protected or used in case of emergency.

Determine if there are additional assets that could be utilized if needed.

- **Responsible Party: Consultant**

Task 3.7 Develop Plan for Emergency Transportation Services

Task 3.7.1 Determine Who Might Need Evacuation Assistance

In conjunction with emergency service agencies, identify groups that may require evacuation assistance using transportation agency assets. Determine what preparations are necessary to use transit vehicles to evacuate people during emergencies. Work with Ventura and Santa Barbara County Offices of Emergency Services to complete this task.

Develop a methodology to select and to remove critical transit vehicles and other assets from the danger zone.

- **Responsible Party: Consultant**

Task 3.7.2 Prepare for Emergency Transportation Services

Asses what arrangements are needed to insure and reimburse agencies for the use of their assets and employees.

Recommend options for which agency (or agencies) would control the evacuation services.

Explore ways transportation and transit employees could get to their job assignments.

Based on the results of Task 3.4 suggest what arrangements are needed to insure and reimburse agencies for the use of their assets and employees. Describe what data should be collected to document costs for FEMA or other funding source.

- **Responsible Party: Consultant**

Task 3.7.3 Identify Resources

Identify resources and arrangements that will allow transportation agencies to be prepared for emergencies and not solely reactive when one or more disasters hit their areas. Not having a transportation emergency preparedness plan in place would continue to allow governmental jurisdictions, residents and businesses to remain vulnerable to disasters without the benefit of changes that could be put in place through an analysis of lessons learned in earlier emergencies and advance planning for the inevitable future disasters. Planning has the potential to save lives and reduce the economic impact of future emergencies.

Determine where transit assets can be staged or stored in or in preparation for an emergency.

Recommend options that can be put into place to allow staff to be contacted and assigned during an emergency.

Determine if there is short-term funding available to pay for services needed in or in preparation for an emergency.

- **Responsible Party: Consultant**

Task 3.7.4 Preparing for Emergencies

Review the types of training and drills being employed by local agencies. Based on the work in earlier tasks, particularly on the experiences with other emergencies, recommend changes or additions to current practice.

Also consider the goal of minimizing negative economic impacts on areas from closed businesses, lost wages and decrease in tourism.

Identify possible sources of funding to implement the transportation emergency preparedness plan, including:

- Continuing the advisory committee meetings
- Training and drills
- Improved communication between agencies and with the public

- **Responsible Party: Consultant**

Task	Deliverable
3.1	Report on current situation
3.2	Summary of local experience with recent emergencies
3.3	Summary of other experiences with emergencies
3.4	Suggestions for institutional arrangements that should be in place
3.5	List of communication needs, roles and responsibilities
3.6	Inventory of transportation assets
3.7	Plan for emergency transportation services

4. Adopt Plans

Task 4.1 Adopt Plans

Formally adopt transportation emergency plans. Hold at least two public hearings (one in Ventura and one in SB) in conjunction with adoption.

Work to integrate the Transportation Emergency Preparedness Plans into other local plans.

Create an ongoing committee to continue planning and coordinate implementation of the plans. Consider changing make-up of committee as its purpose changes from planning to implementation.

- **Responsible Party: VCTC and SBCAG**

Task	Deliverable
4.1	Adopted Plans

5. Financial Management

Task 5.1: Invoicing

Submit complete invoice packages to Caltrans district staff based on milestone completion— at least quarterly, but no more frequently than monthly.

- **Responsible Party: VCTC**

Task 5.2: Quarterly Reports

Submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party: VCTC**

Task	Deliverable
5.1	Invoice Packages
5.2	Quarterly Reports